

ROLE DESCRIPTION GUIDELINES

It is critical that we ensure these guidelines are viewed as just that - GUIDELINES.

These role descriptions may be assistance when Branches are recruiting new members to their Executive or if they have new people in these positions.

They are generic documents that cover the positions that are most commonly filled for each branch. It is important to keep in mind that these are not intended to be rigid or all-encompassing for all Branches and they can be adjusted and adapted to best suit the individual situation of the Branch. The skills and abilities listed are not requirements - for example, accounts and records may be kept manually if desired but there may be some time savings if these are tracked on a computer.

If you notice items that you believe are incorrect or need revision for these documents, please send comments and suggestions to Al Barclay at membership@bcgre.ca.

The following list of tasks has not been assigned to any specific position but should be considered for smoother branch operations.

1. Ensure a Branch delegate is selected to attend the AGM.
2. Canvas for members who would like to observe the AGM and Directors' meetings (by video conference or in person).
3. Submit a list of the Branch Executive names and contact information annually to Central Support for posting on the BCGREA website.
4. Ensure notice of meetings are communicated to the members.
5. Submit a list of Branch meeting dates to Central Support for posting to the BCGREA website.
6. Develop a program of events available to members to participate in for the purpose of socializing with other members.
7. Book venue for Branch meetings.
8. Arrange for guest speakers as appropriate.
9. Keep accounts of revenue and expenditure of branch funds.
10. Create and submit an annual budget to the BCGREA Provincial Treasurer.
11. May send out get well and sympathy cards to members and their families when appropriate.
12. May send out a branch welcome letter either via email or through the postal system. Invite and meets new members to the branch.